

**FORM A: PROPOSAL**  
(See B9)

1. Project Title PROVISION OF CREDIT/DEBIT CARD PROCESSING SYSTEM

2. Bidder

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Facsimile Number

(Mailing address if different)

\_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

The Bidder is:

(Choose one)

a sole proprietor

a partnership

a corporation

carrying on business under the above name.

3. Contact Person

The Bidder hereby authorizes the following contact person to represent the Bidder for purposes of the Proposal.

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile Number

4. Definitions

All capitalized terms used in the Contract shall have the meanings ascribed to them in the General Conditions and D3.

5. Offer

The Bidder hereby offers to perform the Work in accordance with the Contract for the Price(s), in Canadian funds, set out on Form B: Prices, appended hereto.

6. Commencement of the Work

The Bidder agrees that no Work shall commence until he is in receipt of a purchase order authorizing the commencement of the Work.

7. **Contract** The Bidder agrees that the Request for Proposal in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this Proposal Submission.

8. **Addenda** The Bidder certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract:

No.	_____	Dated	_____
	_____		_____
	_____		_____

9. **Time** This offer shall be open for acceptance, binding and irrevocable for a period of ninety (90) Calendar Days following the Submission Deadline.

10. **Signatures** In witness whereof the Bidder or the Bidder's authorized official or officials have signed this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(If no corporate seal)  
Signed and sealed in  
the presence of:

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Witness)

Signature of Bidder or  
Bidder's Authorized Official or Officials

\_\_\_\_\_

(Print here name and official capacity of individual whose signature appears above)

\_\_\_\_\_

(Print here name and official capacity of individual whose signature appears above)

SEAL

**FORM N: SERVICE AND EXPERIENCE**  
(See B12)

**Bidders shall provide a written response, on a separate page, to each item listed on Form N. The written response should be numbered to correspond with each item listed.**

- 1) Provide a brief history of your firm, addressing items including company size and growth, organization structure, staffing levels and locations.
- 2) Has your firm had any specific experience during the last five years delivering credit/debit card processing systems to governmental clients? If yes, please elaborate briefly.
- 3) Who will be assigned ultimate responsibility for the City of Winnipeg account? Elaborate, including name, position, function and location.
- 4) The City requires the credit/debit card provider to be available on a daily basis during business hours to provide assistance to the various users. Indicate who will be the City's representative to deliver day-to-day service(s). Elaborate briefly on their experience, qualifications and back-up resources.
- 5) Provide descriptive literature and/or information indicating how your credit/debit card processing system operates and how it meets or exceeds the requirements outline in E2. The Bidder should highlight their program control features and any other special features
- 6) How does your dispute resolution process operate and the average time to correct errors.
- 7) A clear description of the equipment offered, service and support staff proposed to perform the Work of this Contract. With a schedule of prices for all equipment, electronic reports, and services of the credit/debit card processing system being Bid. This must include the cost for purchasing the equipment, renting the equipment and what fees may be applicable if the Transelect and Pin Pad equipment is purchased from other sources.